



Republic of the Philippines  
**Department of Education**

CONTROL NO.  
 0003

RELEASED  
 NO - 024.0005  
 INFO 2 JAN 2024

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	FRANCIS C. AUSTERO, JEDILISO N. CATALAN, WILSON I. LARENA, OUGIE E. LABONG, JIMMY YBEAS, JOHN MARK RAMIREZ
<b>Position/Designation</b>	EPS - 1, ADA - 1, ADA -1, ADA - 1, ADA - 1, ADA -1
<b>Permanent Station</b>	DepEd - Division of Negros Oriental
<b>Purpose of Travel</b>	To facilitate hauling of learning materials
<b>Host of Activity</b>	Admin - Supply
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	January 8-9, 2024
<b>Venue/Destination</b>	Mandaue City, Cebu
<b>Fund Source</b>	Division/local MOOE funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

**WILSON I. LARENA**

\_\_\_\_\_  
 Name and Signature of Requesting Employee

\_\_\_\_\_  
 Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

**RUBY JEAN ESTRELLITA M. BIDAURE**

\_\_\_\_\_  
 Name and Signature of Recommending Authority

01-02-24

\_\_\_\_\_  
 Date

**APPROVED**

**NERI C. OJASTRO EdD, CESO V**

\_\_\_\_\_  
 Schools Division Superintendent

1/12/2024

\_\_\_\_\_  
 Date